



Ithemba Liyaphilisa

- Healing & Hope through Education -

Office Manager - Partnerships & Admin

Anglican Board of Education for Southern Africa (ABESA)

Location: Zonnebloem Estate, Cape Town, South Africa

Closing Date: 18th April 2025

About ABESA

The **Anglican Board of Education for Southern Africa (ABESA)** is a non-profit organisation committed to ensure that more children receive quality education. Through advocacy, partnerships, and innovative interventions, we potentially impact over **81,000 learners in 375 schools** across **Southern Africa**. ABESA is entering an exciting new phase, expanding projects that "**stand in the gap**" to shape a new legacy for Anglican Church Schooling in Southern Africa.

Introducing the Role

This position requires a dynamic, highly organised individual who shares a passion for transformative education and how this translates through ABESA's vision and mission. As Office Manager you will support the **CEO** and **Director of Education and Innovation** in delivering ABESA's strategic goals.

Key Responsibilities:

- Provide administrative and operational support to the CEO and Director of Education and Innovation.
- Assist with the coordination and execution of various projects within our family of schools.
- Ensure accurate documentation, reporting, and compliance for projects.
- To function as Minute Secretary to the Board of Directors of ABESA.
- Manage scheduling, correspondence, and stakeholder engagement.
- Support financial administration, including handling Xero Online Accounting and Hubdoc.
- Maintain and optimise partnerships & project data using Salesforce CRM.



- Facilitate team collaboration and workflow using Office 365 tools (Word, Excel, PowerPoint, Teams, SharePoint).
- Ensure high levels of accuracy and attention to detail in all tasks with minimal supervision.

Recommended Requirements:

- Proven experience in administration, stakeholder engagement, project coordination, or a similar role.
- Working understanding of the structures in Public and Independent Schooling
- Appreciation of ABESA's mission and values, with an understanding of the Anglican Church's structures and ethos.
- Fluent in English (both written and verbal); proficiency in one or more additional official South African languages is an advantage.
- Advanced computer skills, including:
 - Microsoft Office 365 (Word, Excel, PowerPoint, Teams, SharePoint)
 - Salesforce CRM
 - Xero Online Accounting & Hubdoc
- Exceptional attention to detail and the ability to work independently.

Why Join Us?

- Be part of a visionary organisation shaping the future of education in Southern Africa.
- Work in a supportive, mission-driven team with opportunities for professional growth.
- Contribute to projects that make a meaningful impact on learners, educators, and communities.



How to Apply

1. Please complete the following application FORM or scan the QR code:

Application for: Office Manager -
Partnerships and Administration



2. Please email the following documents, in PDF format, with the following Subject Line: **Office Manager Application - [SURNAME, FName]** to : admin@abesa.co.za
 - a. A Motivational Letter (1 page)
 - b. Curriculum Vitae (3 pages max)
 - c. ID Document
 - d. Highest Qualification Certificate
3. ALL application and supporting documents must be received **by 17h00, 18th April 2025**

For more information about ABESA, visit www.abesa.co.za

ABESA is an **equal opportunities employer**.

ABESA is responsible for and committed to safeguarding and promoting the welfare of all stakeholders (adults and children alike), that our employees may interact with. All successful applicants will undergo all of the vetting procedures as per the safeguarding policies of the Anglican Church of Southern Africa (ACSA).

ABESA reserves the right not to fill the post. An application will not entitle the applicant to an interview or appointment, and failure to meet the recommended requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. ABESA will do its best to acknowledge receipt of each application that meets the recommended requirements. Only shortlisted applicants will be invited for interviews.

POPIA Disclaimer: In line with POPIA, ABESA will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

